

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
SUPPORT PERSONNEL MANAGEMENT OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 05-234

OPENING DATE: 19 August 2005

CLOSING DATE: 19 September 2005

ANTICIPATED FILL DATE: 16 Oct 05

POSITION TITLE AND NUMBER

Administrative Assistant
PDCN 70237000, MD#: 1210-220

UNIT/ACTIVITY AND DUTY LOCATION

JFHQ-COS, NCARNG, Raleigh, NC

GRADE AND SALARY

GS-0303-07 \$34,149 - \$44,395 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), Resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by the closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number, date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext. 6172 / 6431. Faxed or E-mailed copies will not be accepted.

QUALIFICATION REQUIREMENT: Must have 12 months specialized experience which demonstrates that the applicant has acquired the below listed KSA's.

KNOWLEDGE, SKILLS ABILITIES (KSA'S)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (WITH DATES) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to include KSA's with inclusive dates will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136-ext.-6172/6431.

1. Knowledge of an extensive body of program analysis technical rules, guidelines, regulations and precedents to provide sound recommendations to the CAO.
2. Skill in applying basic data gathering techniques in order to develop trends and analysis tools using data from reports.
3. Knowledge of the duties, priorities, commitments, basic policies and program goals of the organization sufficient to perform comprehensive administrative support assignments.
4. Knowledge of general office automation software, practices, and procedures to design or develop detailed charts and graphs.
5. Skill in typing to accomplish word processing and office automation tasks.

CONDITION OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment below. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. 3. The recommended applicant will not be approved for appointment until the appropriate physical examination is completed.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the NCARNG is mandatory.
(Enl: CMF 71, MOS: 42A/F/L)

EVALUATION FACTORS USED: Personal interviews, review of the application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES: This position is located in the Command Section of Headquarters, State Area Command (STARC). The purpose of the position is to provide technical and administrative assistance for programs within the Command Administrative Officer's (CAO) area of responsibility. Assists in managing the Internal Management Control Program (IMCP). Gathers and organizes IMCP material, establishes a suspense system, drafts the annual STARC plan, and provides accurate information regarding changes in the program and in the status of the IMCP submission by managers. Coaches managers, identifies trends and develops analysis tools using data from the reports. Advises of systematic strengths and weaknesses. Drafts annual, mid-year and other special reports for CAO approval and submission to the Adjutant General. Assists the Deputy STARC Commander and Chief of Staff with planning and coordination of the Command Inspection program. Assists in the development of inspection schedules; coordination of timetables with staff directorates and major commands; development of areas of inspection through analysis of prior inspection reports and identification of previous problem areas. Reviews after action reports submitted by STARC directorates to help identify ongoing problem areas. May also coordinate review of reports with the Inspector General function when requested. Oversees the officer evaluation program. Monitors suspense dates for submission of Officer Efficiency Reports (OERs) to the Chief of Staff. Reviews OERs for accuracy prior to signature by the command element. Coordinates extension of established suspense dates with the Military Personnel Section. Provides the Chief of Staff with status of all OER's and provides assistance to subordinate units where necessary. Assists in the development of policy letters which may require researching applicable directives from higher authority to ensure that no conflict will result from issuance of new policy. Coordinates draft policy with other staff directorates prior to submission for final review and approval. Maintains and administers multiple support budgets for the Command Administration Office. Maintains all files and records. Receives, inputs, monitors and records all expenditures. Receives, obligates and disperses funds for accounts. Responsible for reconciliation and auditing of accounts. Prepares and submits required reports. Resolves problems, issues and conflicts within the budgets. Sets up controls to monitor expenses during the year and recommends budget adjustments. Maintains personal contact with functional managers to discuss administrative practices and services, provides technical advice and guidance, and recommends methods and procedures where necessary. Advises other administrative personnel of latest directives regarding administrative procedures. Provides information, explains the application of regulations and resolves problems with contacts as they relate to administrative functions. Controls access to the CAO. Maintains the CAO calendar and schedule of appointments. Makes all necessary arrangements for conferences, meetings and travel. Reviews incoming correspondence, publications, regulations, and directives which may affect the supervisor, or programs within the supervisor's purview. Determines distribution and routing of incoming correspondence. Prepares and reviews outgoing correspondence for proper format and policy and procedural adherence. Maintains office files of correspondence, directives, regulations and other information. Provides for control of all-classified documents for the Command Administrative Office. Insures that documents are properly logged and safeguarded. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.

2. A PCS will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. Applicants will be advised in writing at the interview.

3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 690-15.

4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment.

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

DISTRIBUTION:

A, B-3, C-3, G-40, H-3, J-3, K-3, M, N-20, P-11, Q, W-2, Y-2, R: HRO-1, AGAV-3, AGCS-3, DCSANG-3, DCSLOG/G4-10, DCSOI-3, DCSPER-3, FMCB-2, IG-2, SCSM-2, SRAA-2, VCSOP-3